

Version 11/4/03



**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA**

ELECTRONIC CASE FILING

**STEP BY STEP TRAINING GUIDE
FOR ATTORNEY FILERS**

TABLE OF CONTENTS

Section 1: Logging Into CM/ECF	Page 3
Section 2: Converting Documents to PDF	Page 5
Section 3: Opening a Bankruptcy Case	Page 7
Section 4: Opening an Adversary Proceeding	Page 10
Section 5: Specifications for a Creditor Matrix	Page 13
Section 6: Uploading a Creditor Matrix	Page 14
Section 7: Judge/Trustee/341 Assignment	Page 15
Section 8: Filing a Motion	Page 16
Section 9: Submitting Orders	Page 19
Section 10: Filing a Proof of Claim	Page 20
Section 11: Query/Reports	Page 22
Section 12: Utilities	Page 23
Section 13: Helpful Information	Page 25
Section 14: Glossary of Terms	Page 26

Section 1: Logging Into CM/ECF

This procedure explains how to access the CM-ECF system.

Access the CM-ECF application through our court Web site.

<https://ecf-train.flnb.uscourts.gov/cgi-bin/login.pl>

The **ECF/PACER LOG IN SCREEN** displays

The screenshot shows a web browser window titled "Starter Database Area - login - Microsoft Internet Explorer provided by AT&T WorldNet Service". The address bar displays "https://ecf-train.flnb.uscourts.gov/cgi-bin/login.pl". The page content is on a green background and includes the following sections:

- ECF/PACER Login**
- Notice**: This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.
- Instructions**: Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.
- Authentication**: A yellow box containing three input fields: "Login:", "Password:", and "client code:". Below these fields are "Login" and "Clear" buttons.
- A note at the bottom: "CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5."

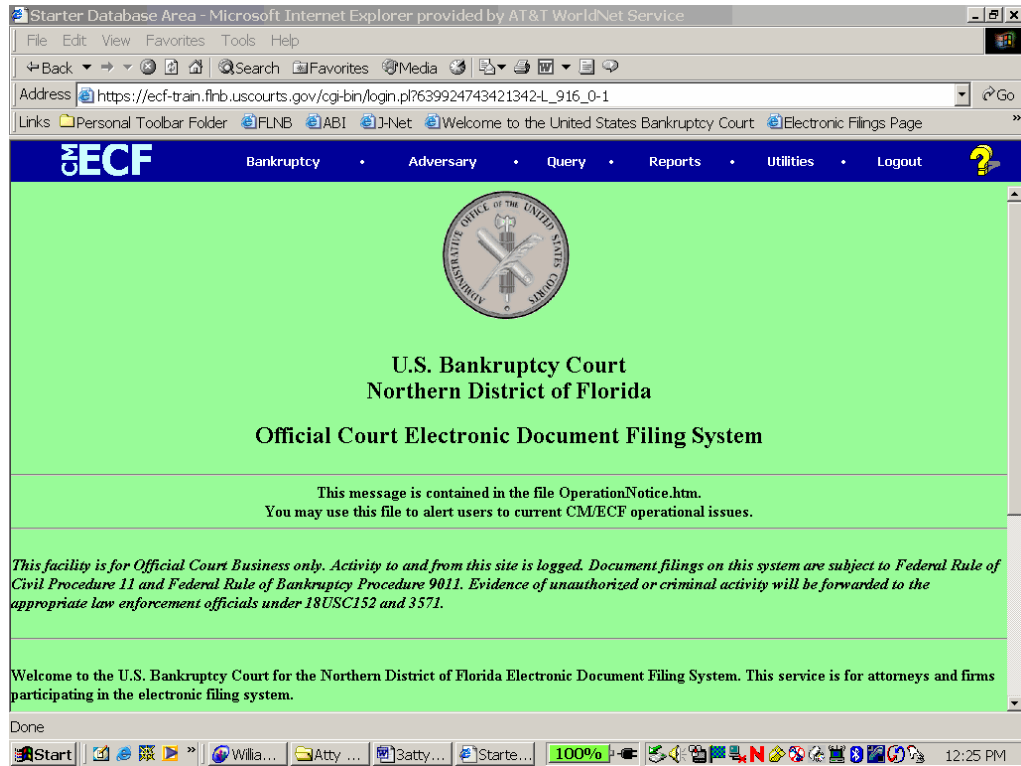
The browser's status bar at the bottom shows "Done", a taskbar with various icons, and the system clock displaying "12:20 PM".

- Click in the **Login** field and key your ECF login.

NOTE: Your ECF login is different than your WEB-PACER login!

- Click in the **Password** field and key your password.
- Click on the **Login** button to continue.

The **ECF MAIN MENU** screen displays.



- Clicking on the hypertext links will allow you to use the features of CM/ECF
- When you are finished working in CM/ECF, you should log out of the database.
- Click on the LOGOUT button on the right side of the Main Menu blue bar.
- Close the browser window if you no longer need to use it.

NOTE: Closing the browser window without pressing LOGOUT closes the browser window, but does not log you out of CM/ECF. You should log out when you are not using the application for significant lengths of time, e.g., lunch breaks, meetings, end of day, etc. When you log out properly, you free up resources for other users who are working

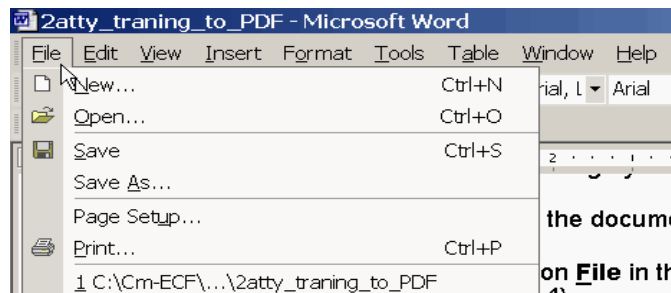
Section 2: Converting Documents to PDF

This procedure explains the basics of how you can convert a document in WordPerfect (.wpd) or Microsoft Word (.doc) format to Portable Document Format (.pdf)^a.

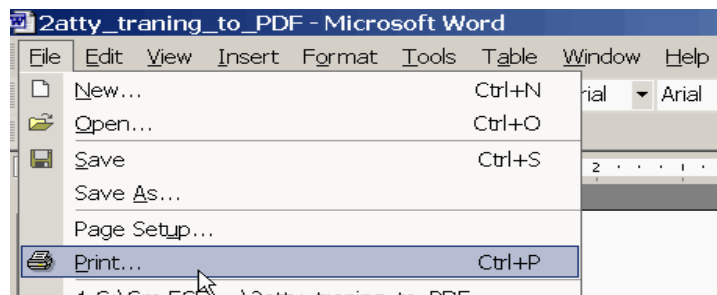
Conversion of any word processing document to a PDF is required before submission to the court's electronic case filing system (CM-ECF).

STEP 1 Open the document to be converted.

STEP 2 Click on **File** in the toolbar to display the drop down menu.

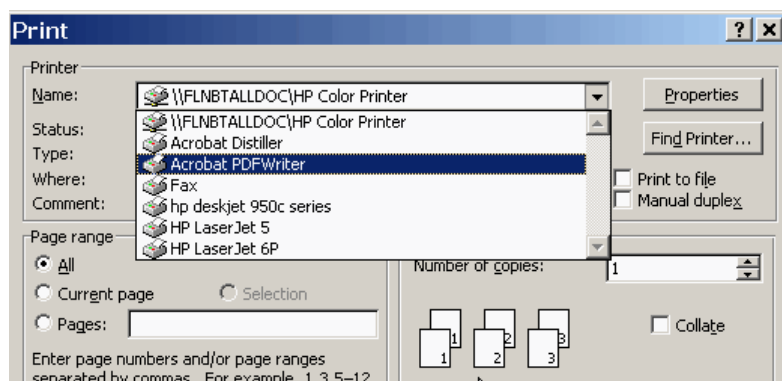


Click on the **Print** option on the drop down menu to display the **PRINT DIALOG** screen.



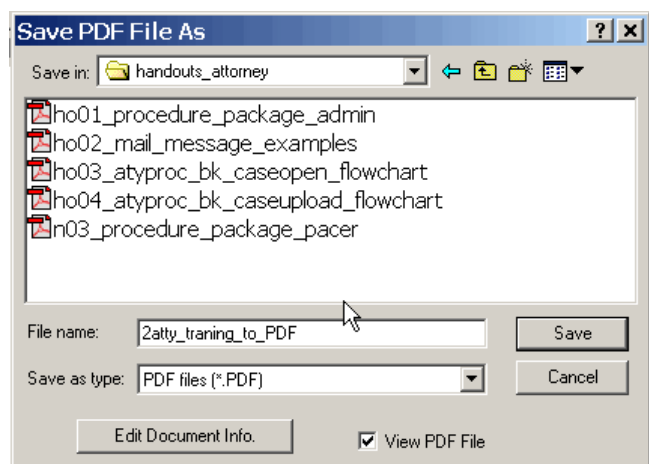
^a Newer versions of the WORD and WordPerfect programs provide more advanced methods of converting documents to PDF via tool bar buttons with the PDF icon or new FILE menu options that directly "publish to PDF".

Click the down arrow on the **SELECT PRINTER** box to display a drop-down window with a list of printer choices. (See Figure 3)



STEP 3 Click on **Acrobat/PDF Writer** to select.

STEP 4 Click the **Print** button and wait for “**SAVE PDF File As**” screen to appear.



Name the file to be saved (i.e. Smith_0340001)

Confirm “**Save as type**” has selected **PDF Files (*.pdf)**

Confirm/change file location as needed

Click on **SAVE** the file is converted to PDF (Note: If the view PDF file box at the bottom is selected, the new pdf document will be opened for viewing.)

Section 3: Opening a New Bankruptcy Case

- Go to our website, <https://ecf-train.flnb.uscourts.gov/>
- Click on our **ECF database** and type in your login and password
- Click on “**bankruptcy**” (a list of bankruptcy events will appear)
- Click on “**open a BK case**”

On the first screen, click on each box to add appropriate information (joint petition, chapter, deficiencies). If you are filing an incomplete petition, one that does not contain all of the required documents, be sure to check yes for deficiencies. Click “**next**”.

Open New Bankruptcy Case

Case type

Date filed 5/27/2003

Chapter

Joint Petition

Deficiencies

Deficiencies: Select Y if any schedules or statements are deficient

- The computer will ask you to search for a party. Enter the last/business name of the debtor and click “**search**”. Always search for your party first to ensure that he/she is not already in the system.

Open New Bankruptcy Case

Search for a party

SSN Tax Id

Last/Business name

- The next screen will tell you if the party is found. If no person is found, click “**create new party**”. You will then enter the party’s information. If the party has an alias, click on “**alias**” to add. Make sure the county selection is made and a zip code is entered. Once that is complete, you may review the information you have entered before submitting.

Party Information

Last name First name

Middle name Generation Title

SSN 222-11-1234 Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Add all aliases before clicking the Submit button.

- Once you are sure all information is complete, click on “**submit**”.
- At the next screen, you will be asked to add a joint debtor if you selected joint debtor on the first screen. For the party role type, select debtor. If you did not select joint debtor on the first screen, you will not see this screen.
- The next screen will notify you of the divisional office selection for the case based on the county code provided. After clicking “**next**”, the screen will ask for statistical information about the debtor. Be sure to complete each block. All cases in this district are to be opened as no-asset cases. Click “**next**”.

Open New Bankruptcy Case

Type of debtor <input checked="" type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/> Railroad <input type="checkbox"/> Stockbroker <input type="checkbox"/> Commodity Broker	
Fee status Paid Nature of debt consumer Voluntary Voluntary Origin Original Date split/transfer	Asset notice No Estimated number of creditors 1-15 Estimated assets \$0-\$50,000 Estimated debts \$0-\$50,000

Next Clear

- The computer will then ask for a pdf document which is your petition. Attach the pdf document (**NOTE: When opening a bankruptcy case, your pdf must contain the voluntary petition, schedules, statements, and fee disclosure.) Once you have attached the pdf document, click “**next**”.

Open New Bankruptcy Case

Select the pdf document (for example: CA199cv501-21.pdf).

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

You will then be asked for a receipt number. Enter “cc” to have the credit card number on file with the Clerk’s office automatically charged the day following the opening of the case. If for some reason your card is rejected, you must submit the fee to the Clerk’s office by the end of the next business day after filing the petition. If you do not pay the fee, your case will be dismissed. Note: A new module for CM/ECF is being developed so that your card can be charged automatically at this point instead of the next day.

- The docket text screen will ask you if you want to modify the text. If you need to modify the text in any way, do so, then click “**next**”.

Docket Text: Modify as Appropriate.

Chapter 7 Voluntary Petition . Receipt Number cc, Fee Amount \$200 Filed by William Blevins (Iam, Sam)

Next Clear

- The next screen is very important! You will see a warning that says: **“Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.”** Read the text completely (this is how it will appear on the docket sheet) and if it is correct, click **“next”**.

Docket Text: Final Text
Chapter 7 Voluntary Petition. Receipt Number cc, Fee Amount \$200 Filed by William Blevins (Iam, Sam)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- The next screen gives you the **“Notice of Bankruptcy Case Filing”**, which gives you the new bankruptcy case number. You can print this page for your records. You will notice that the case number and document number are underlined. Those are hyperlinks to that case. You may click on those and login into Pacer to view the document or docket sheets.

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Iam, Sam entered on 5/27/2003 at 1:56 PM EDT and filed on 5/27/2003

Case Name: William Blevins

Case Number: [03-40013](#)

Document Number: [1](#)

Docket Text:
 Chapter 7 Voluntary Petition. Receipt Number cc, Fee Amount \$200 Filed by William Blevins (Iam, Sam)

The following document(s) are associated with this transaction:

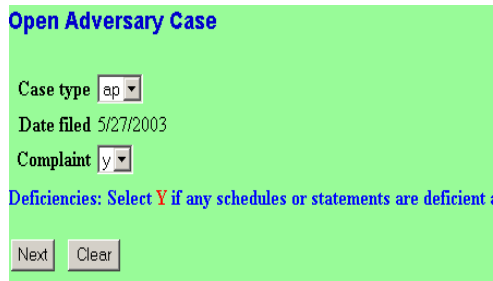
Document description: Main Document
Original filename: C:\Cm-ECF\Train_CD\pet_7.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=1042227419 [Date=5/27/2003] [FileNumber=669-0] [3
 1ee24d0406e9e4a8d8a2a2dbfa1911ecbc12cf00f0da9f081c2d5156c33a9802dc83ad
 7e66d02f83eed7d97c0a40fb86d791ffb87299558230a994dd0e977cf]]

****NOTE: Once you have filed your petition, don't forget to upload your creditor matrix and run the judge/trustee assignment. See Sections 5, 6 & 7 of this guide for instructions.**

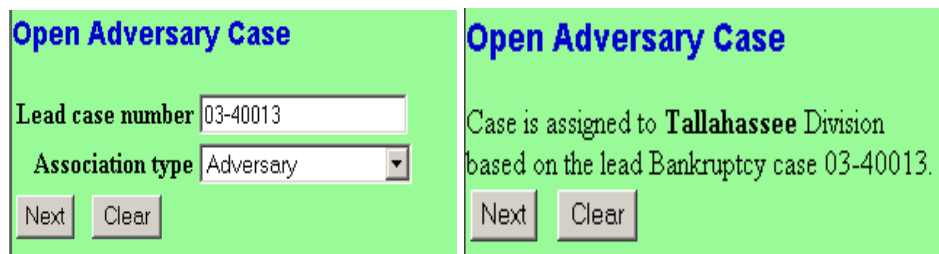
Section 4: Opening a New Adversary Proceeding

- Go to our website, <https://ecf-train.flnb.uscourts.gov>
- Click on **ECF database** and type in your login and password
- Click on “**Adversary**” (a list of adversary events will appear)
- Click on “**Open AP Case**”

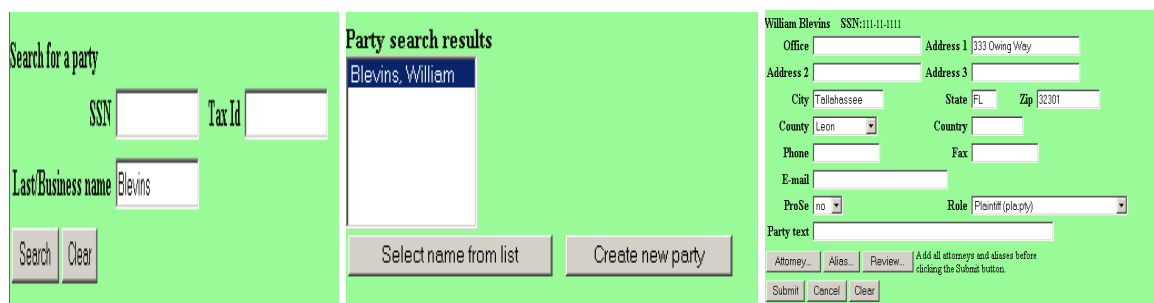
On the first screen click on each box to add appropriate information. Click “**next**”.



You will enter the lead bankruptcy case number. Click “**next**”. The system will verify the division and case number. Click “**next**”.



- The computer will ask you to search for a party. Enter the last/business name of the plaintiff and click search. If the party is found, choose that party and click “**select name from list**”. If the party is not found, click “**create new party**” and follow the steps for adding a new party from the opening a bankruptcy case section of this guide. Be sure to change the “**role**” on the party information to say plaintiff.



- Once you have completed the party information, you must add an attorney for the plaintiff. Click “**Attorney**” and choose the attorney from the list or add one if the attorney is not listed. Once you have chosen the attorney, click “**add attorney**”. Once you have added the party and attorney information, click “**submit**”.

- The computer will again ask for a party. At this point, you can either add another plaintiff (if there is more than one) or add the defendant. Follow the same steps for searching for a party as stated above. Be sure to change the “role” on the party information to say defendant. Then you may add an attorney for the defendant, if known. Once you are finished, click “**submit**”.
- On the next screen, complete the appropriate information for each box. It is very important that you select the nature of suit, origin, and party code. Click “**next**”.

A screenshot of a web form with a light green background. The form contains several dropdown menus and text input fields. The fields are: 'Party code' with a dropdown showing '3 U.S. not a Party'; 'Nature of suit' with a dropdown showing '454 (Recover Money/Property)'; 'Origin' with a dropdown showing '1 Original Proceeding'; 'Transfer date' with an empty text box; 'Rule 23 (class action)' with a dropdown showing 'n'; 'Jury demand' with a dropdown showing 'None'; and 'Demand (\$000)' with a text box containing '100'. At the bottom left are two buttons: 'Next' and 'Clear'.

- The computer will then ask for a pdf document for your complaint. Attach the appropriate pdf document. You will then select “**Yes**” for an attachment as this is where you will provide the clerk’s office with the summons in pdf format for signature and certification. Click “**next**”.

A screenshot of a web form with a light green background. The text at the top says 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this is a section labeled 'Filename' with a text box containing 'C:\Cm-ECF\Train_CD\ap_454.pdf' and a 'Browse...' button. Below the text box is a section labeled 'Attachments to Document:' with two radio buttons: 'No' and 'Yes', where 'Yes' is selected. At the bottom are two buttons: 'Next' and 'Clear'.

- Attach the appropriate document for the summons, select “summons” as the type, and click on “Add to List”. If you have additional attachments, attach and add them to the list. If not, click “**next**”. Note: the completed summons will be issued and mailed for service and the server will need to docket a certificate of service once done.

A screenshot of a web form with a light green background. The text at the top says 'Select one or more attachments.' followed by '1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)'. Below this is a section labeled 'Filename' with a text box containing 'C:\Cm-ECF\Train_CD\summons.pdf' and a 'Browse...' button. Below the text box is a section labeled '2) Select a document type and/or enter a description.' with a table. The table has two columns: 'Type' and 'Description'. The 'Type' column has a dropdown menu with 'Summons' selected. The 'Description' column is empty. Below the table is a section labeled '3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.' Below this is a list box with two buttons: 'Add to List' and 'Remove from List'. At the bottom is a 'Next' button.

- You will then be asked for a receipt number. Enter “cc” to have the credit card number on file with the Clerk’s office automatically charged the day following the opening of the case. If for some reason your card is rejected, you must submit the fee to the Clerk’s office by the end of the next business day after filing the complaint. If you do not pay the fee, your adversary proceeding will be dismissed. Click “**next**”. Note: A new module for CM/ECF is being developed so that your card can be charged automatically at this point instead of the next day.

For Receipt #, Enter CC for Credit Card or O for Other Payment.

Receipt #: Fee: \$150

- The docket text screen will ask you if you want to modify the text. If you need to modify the text in any way, do so, then click “**next**”.
- The next screen is very important! You will see a warning that says: “**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**” Read the text completely (this is how it will appear on the docket sheet) and if it is correct, click “**next**”.

Docket Text: Final Text

454 (Recover Money/Property): Complaint by William Blevins against Betty Davis. Receipt Number cc, Fee Amount \$150 (Attachments: # (1) Summons) (Iam, Sam)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- The next screen gives you the “**Notice of Electronic Filing**”, which contains the new adversary proceeding number. You can print this page for your records. You may click on the hyperlinks under the case number and document number to login into Pacer to view the document or the docket sheet in that case.

Notice of Electronic Filing

The following transaction was received from Iam, Sam entered on 5/27/2003 at 4:00 PM EDT and filed on 5/27/2003

Case Name: Blevins v. Davis

Case Number: [03-04001](#)

Document Number: [1](#)

Case Name: William Blevins

Case Number: [03-40013](#)

Document Number: [2](#)

Docket Text:

454 (Recover Money/Property): Complaint by William Blevins against Betty Davis. Receipt Number o, Fee Amount \$150 (Iam, Sam)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: C:\Cm-ECF\Train_CD\ap_454.pdf

Electronic document Stamp:

[STAMP bkccfStamp_ID=1042227419 [Date=5/27/2003] [FileNumber=682-0] [94c07a321eb4a867f6ede10d028E37c486262dc2c1445ded9e570115608627f997bd751af2e1e71cd3dea9ddda875f2ee817e2cb3c1c57c4ea561c59dc2cbca3]]

Section 5: Specifications for a Creditor Matrix

- The name and address of each creditor must be four lines or less. Please do not use all CAPS.
- Each line may contain no more than 40 characters including blanks.
- Names and addresses should be left justified (flush against the left margin, no leading blanks).
- “Attention/Attn:” lines should be placed on the second line of the name/address.
- City, State and Zip code must be on the last line
- Nine digit Zip codes must be typed with a hyphen separating the two groups of digits.
- All states must be two-letter abbreviations.
- Each creditor must be separated by at least two blank lines.
- Do not include page numbers, headers, footers, etc.
- The creditor matrix must be saved in .txt format.

EXAMPLE:

Sears
P.O. Box 3242
Des Moines, IA 45344

Citibank
P.O. Box 2121
Baltimore, MD 45464

First Family Financial
ATTN: Bob Curtis
3233 North Street
Baton Rouge, LA 70809

Section 6: Uploading a Creditor Matrix

- After accessing the ECF database, click on “**bankruptcy**”.
- Click on “**Creditor Maintenance**”.
- Click on “**Upload a creditor matrix file**”
- Enter the case number and click “**next**”.

Creditor Processing - Upload a File Method

Case Number

03-40013 99-12345, 1:99-bk-12345 or 1:99-bk-12345

Next Clear

- The computer will then ask for the name of the file. The matrix must be in “.txt” format.

Load Creditor Information

Case number 03-40013

Enter name of file and click on Next
Example: c:\creditor.scn

C:\Cm-ECF\Train_CD\creditors.txt Browse...

Next Clear

To put your matrix in .txt format, follow these general directions:

- Click on the **FILE** button in Wordperfect or Microsoft Word toolbar to display the drop down menu.
 - Click the **SAVE AS** in the drop down list.
 - In Wordperfect, open the file containing the matrix. Click the drop down menu arrow in the **FILE TYPE** box. Select the file type of either **ALL FILES** or **ASCII DOS TEXT**.
 - In Microsoft Word, click on the drop down box arrow in the **SAVE AS TYPE** box. Select the file type of **TEXT FILES (*.txt)**.
 - Enter the file name in the **FILE NAME** box. The .txt extension will be appended.
 - Click the **SAVE** button.
- Once the file has been attached, click “**next**”. On the next screen, the total number of creditors entered will appear. If that number is correct, click “**submit**”. If the number is incorrect, click the browser’s back button and find the error.

Add Creditor(s)

Total Creditors Entered 8

Submit

Creditors Receipt

Case Number	03-40013
Total Creditors Added to Database	8

- The next screen will display the creditor receipt. This confirms the number of creditors added to the case.

Section 7: Judge/Trustee/341 Assignment

The Judge, the Trustee and 341 Assign(ment) is a one button selection from the ***Bankruptcy*** menu.

This selection is the last item on the ***Bankruptcy*** menu.

Clicking on this menu selection anytime (no later than 11:59:59pm on the same day as the filing) will result in the actual random assignment of the judge, the trustee (from the existing 341 meeting calendar) and setting of the 341 Meeting for your case.

After clicking on this menu item and once the process is completed, you will be presented with a screen that confirms the selection and displays the docket information for the 341 Meeting Date, Time and Location as well as the Judge and Trustee information.

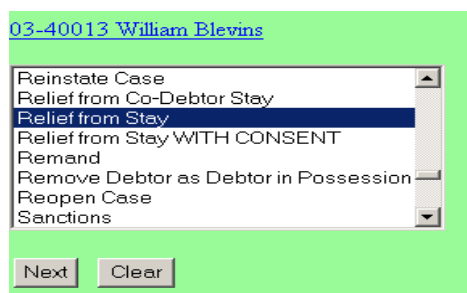
Print this page for your files, but remember you will be receiving the 341 Meeting Notice by mail in a few days.

Section 8: Filing a Motion

- Go to our website, <https://ecf-train.flnb.uscourts.gov>
- Click on the **ECF database** and type in your login and password
- Click on “**bankruptcy**” or “**adversary**”
- When you file a motion, regardless of the type, most of the screens will be the same. The following is an example of a motion for relief from stay.
- First you click “**Motions/Applications**”

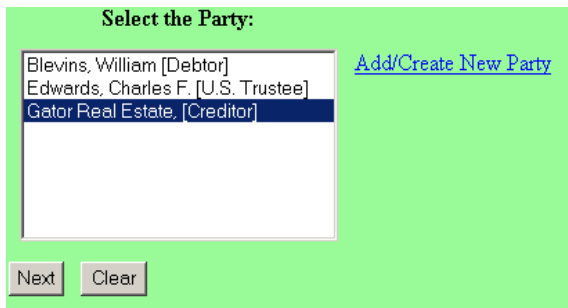


- The computer will ask for the case number. Enter the number and click “**next**”.
- On the next screen, you will choose the relief sought. Click on the choice of relief and click “**next**”. Note: If you have a multiple part motion, you must click the first part of the relief sought, hold your control key down, and scroll to the next relief sought. If you do not hold the control key down the entire time, one of the “reliefs” will not appear in the docket text.

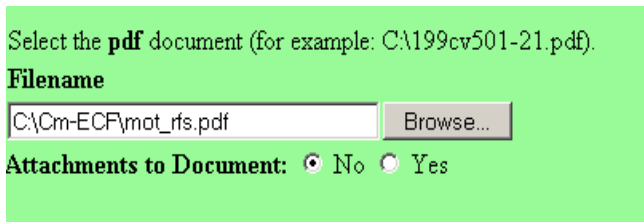


- The next screen will ask if this is a joint filing with other attorneys. If it is, check the box that says “joint filing with other attorneys”. Then click “**next**”.
- The computer will then ask for the party that you are filing on

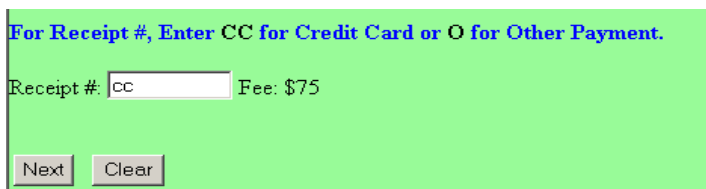
behalf of. If the party is there, then select the party and click “**next**”. If the party is not there, click “**Add/Create New Party**” and follow the instructions as indicated in the opening a bankruptcy case section of this guide.



- You will then be notified that an association does not exist for you with this party in this case. You must check this box for the association to be created and for electronic noticing to be established.
- You will then be asked for the pdf document associated with the motion. Enter the pdf, then click “**next**”.



- You will then be alerted that there is a fee for this motion and be asked for a receipt number. Enter “**cc**” to have the credit card number on file with the Clerk’s office automatically charged the day following the opening of the case. If for some reason your card is rejected, you must submit the fee to the Clerk’s office by the end of the next business day after filing the motion. If you do not pay the fee, your pleading will be stricken. Click “**next**”. Note: A new module for CM/ECF is being developed so that your card can be charged automatically at this point instead of the next day.



- The next screen will allow you to modify the text, if necessary. Once you have completed the text, click “**next**”.

Docket Text: Modify as Appropriate.

Motion for Relief from Stay Residence - 333 Owing Way. Receipt Number cc, Fee Amount \$75, filed by Sam Iam on behalf of Gator Real Estate . (Iam, Sam)

- The next screen is very important! You will see a warning that says: “**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**” Read the text completely (this is how it will appear on the docket sheet) and if it is correct, click “**next**”.

Docket Text: Final Text

Motion for Relief from Stay *Residence - 333 Owing Way. Receipt Number cc, Fee Amount \$75, filed by Sam Iam on behalf of Gator Real Estate. (Iam, Sam)*

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- The final screen gives the “**Notice of Electronic Filing**”, which gives you the document number, and a hyperlink to the docket sheet. It also lists who will receive notice of the filing of the document and by which means the notice will be sent.

Notice of Electronic Filing

The following transaction was received from Iam, Sam entered on 5/29/2003 at 11:06 AM EDT and filed on 5/29/2003

Case Name: William Blevins

Case Number: [03-40013](#)

Document Number: [4](#)

Docket Text:

Motion for Relief from Stay *Residence - 333 Owing Way. Receipt Number cc, Fee Amount \$75, filed by Sam Iam on behalf of Gator Real Estate. (Iam, Sam)*

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: C:\Cm-ECF\mot_rfs.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=1042227419 [Date=5/29/2003] [FileNumber=691-0] [8 a016d40fd76c2218a6fb5960112fb6ee50f705ce198b818d256e3cbaa05ac451f9591f

Section 9: SUBMITTING ORDERS*

- All orders are to be submitted electronically via e-mail to the following addresses:

Cases in the Tallahassee Office (Tallahassee, Gainesville, and Panama City Divisions):

TLH_Orders@flnb.uscourts.gov

Cases in the Pensacola Office (Pensacola Division and those assigned to Judges Mahoney and Shulman):

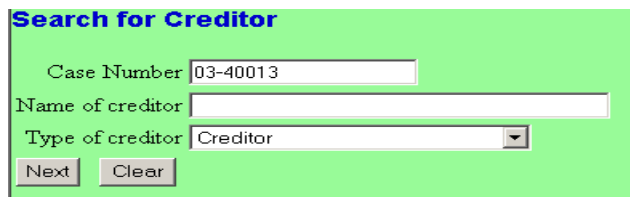
[PNS_Orders@ flnb.uscourts.gov](mailto:PNS_Orders@flnb.uscourts.gov)

- Order related e-mails **must** conform to the following specifications:
 - a. The subject line must include the full case number and the last name of the debtor and/or plaintiff.
 - b. The Order must be in word processing format and be an attachment to the e-mail.
 - c. an *Order Submission Form* is also required and must be submitted as an attachment to the e-mail. Language noting the consent and/or approval of parties must be stated on this form at the time of submission.
- Unless directed otherwise, the moving party shall submit the Order to the court by e-mail.
- All signatures, including those of unregistered users, are to be indicated by putting /s/ Jane Doe where the original signature occurs. In accordance with Paragraph II.C.3.a., any original signatures obtained for consent purposes are to be kept on file by the party submitting the Order.

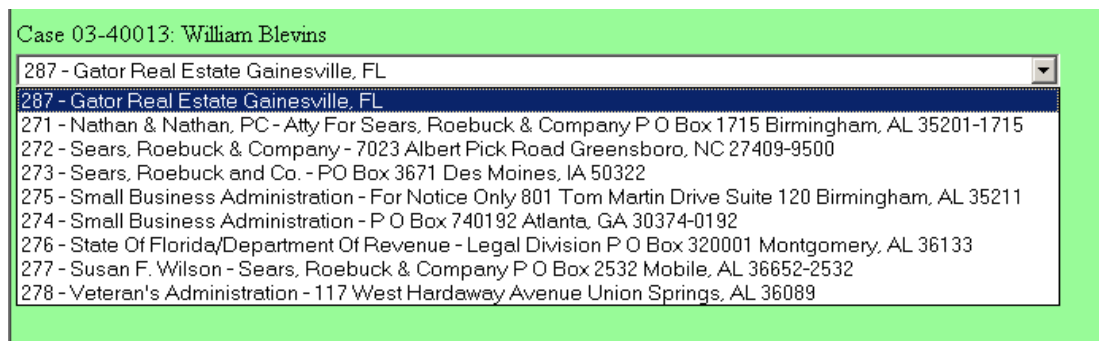
*These procedures are in the initial stage and are subject to change. You will be notified ASAP of any changes as they occur.

Section 10: Filing a Proof of Claim

- Go to our website,
- <https://ecf-train.flnb.uscourts.gov>
- Click on **ECF datatbase** and type in your login and password
- Click on “**bankruptcy**” (a list of bankruptcy events will appear)
- Click on “**File Claims**”
- On the first screen, you will be asked for the case number and name of the creditor. You must enter a case number, but you do not have to enter the creditor name if you want all of the creditors in a case to appear. For type of creditor, choose the default of creditor. (If you choose another type of creditor, nothing will appear) Click “**next**”.



- On the next screen, you will see a box that contains all of the creditors that have been added to that case. (Click on the down arrow to view all creditors) Click on the creditor for which you are filing this claim and click “**next**”. **NOTE: You are not allowed to add creditors here. If your creditor is not found on the drop down menu, you must first file a Notice of Appearance and Request for Notice. The Court will then add your creditor to the matrix, so that you may file a proof of claim.**



- The next screen will ask you to enter the information that is found on the claim. Once you are finished, click “**next**”.

287 - Gator Real Estate Gainesville, FL				
Case Number: 03-40013	Claim No:	Amends Claim #:	Duplicates Claim #:	Filed By: Creditor
Last Date To File:	Last Date To File(Govt):	Date Filed: 05/29/2003	Late: No	Status:
Amount Claimed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
	100000.00			100000.00
Amount Allowed				
Unsecured	Secured	Priority	Unknown	Total (Display Only)
Description:	333 Owing Lane			
Remarks:	Residence			
<input type="button" value="Next"/> <input type="button" value="Clear"/>				

- You will then be asked to choose the pdf document associated with this claim. Attach the appropriate pdf file and click “**next**”. If there are attachments or exhibits to be added with the claim, check “**Yes**” and add those files to the entry before clicking on the “**next**” button.

Case 03-40013
 Select the **pdf** document (for example: C:\199cv501-21.pdf).
Filename

Attachments to Document: ☒ No ☐ Yes

- The next screen gives you the “**Notice of Electronic Claims Filing**”, which gives you the claim number. You can print this page for your records. This will be the only proof of filing that you will have. You will notice that the case number and claim number are underlined. Those are hyperlinks to that case. You may click on those and login into Pacer to view the claim or docket sheets.

Notice of Electronic Claims Filing

The following transaction was received from Blevins, William on 5/29/2003 at 3:40 PM EDT

Case Name: William Blevins
Case Number: [03-40013](#)
Creditor Name: Gator Real Estate
 Gainesville, FL
Claim Number: [1](#)
Total Amount Claimed: \$100000.00

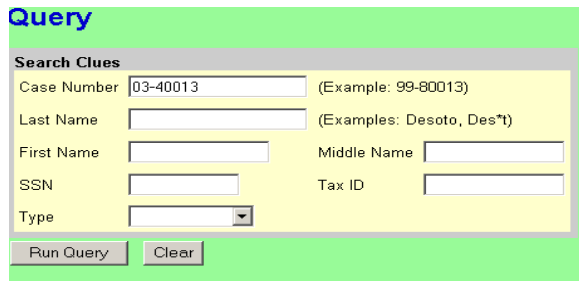
The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:\Cm-ECF\Train_CD\claim.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=1042227419 [Date=5/29/2003] [FileNumber=694-0] [3

Section 11: Query/Reports

1. Query

- Log onto the system, click “query”, key in PACER log-in and password if needed.
- Key in case number, name, or other applicable search information
- Click “run query”
- If more than one case appears, select the case you are interested in researching.



The screenshot shows the 'Query' interface with a title bar. Below the title is a 'Search Clues' section containing several input fields: 'Case Number' (with the example '03-40013' and '(Example: 99-80013)'), 'Last Name' (with examples 'Desoto, Des*t'), 'First Name', 'Middle Name', 'SSN', 'Tax ID', and a 'Type' dropdown menu. At the bottom of the search section are two buttons: 'Run Query' and 'Clear'.

- On the next screen, you will be presented with a list of different types of information for the case selected. Click on an item you are interested in seeing.



The screenshot shows a list of links for a selected case. The links are: [Alias](#), [Associated Cases](#), [Attorney](#), [Case File Location](#), [Case Summary](#), [Creditor](#), [Deadline/Schedule](#), [Docket Report ...](#), [Filers](#), [History/Documents](#), [Notice of Bankruptcy Case Filing](#), [Party](#), [Related Transactions](#), [Status](#), and [Trustee](#).

2. Reports

- Log onto the system, click “reports”
- On the next screen, you will be presented with a list of the different types of available reports. Click on a report you are interested in seeing, enter your search criteria, then click “run report”.



The screenshot shows the 'Reports' interface with a title bar. Below the title is a list of links: [Cases](#), [Claims Register](#), [Docket Report](#), [Calendar Events](#), and [Creditor Mailing Matrix](#).

Section 12: Utilities

- Log onto the system, click “utilities”
- On the next screen, you will be presented with a list of utility features you can use to maintain and review your use of the system. To use an item, click on the one you are interested in utilizing.

Your Account	Miscellaneous
Maintain Your ECF Account	Mailings...
View Your Transaction Log	Verify a Document
Your PACER Account...	

- **Maintain Your ECF Account:** this is where you can update address information, e-mail preferences, or update your system password. Note: if changing your mailing address, please file an official address change with the court for docketing purposes. Once you submit a change using this utility, the change will be made in all of your cases.

Maintain User Account

Last name	lam	First name	Sam
Middle name		Generation	
Title	A#1 Attorney	Type	aty
Office	123 My Way		
Address 1			
Address 2			
Address 3			
City	Tallahassee	State	FL
		Zip	32312
Country		County	
Phone	850-555-5555	Fax	850-555-5556
SSN		Tax Id	
Bar Id	123	Bar status	Active
Initials	SAM	DOB	
		AO code	
		Mail group	
		Person end date	
Email information...		More user information...	
Submit	Clear		

- **View Your Transaction Log:** this is where you can verify your activity on the system based on the dates you enter.

View Transaction Log

Enter the Date Selection Criteria for the Transaction Log Report

Start Date: End Date:

Transaction Log			
Report Period: 05/01/2003 - 05/29/2003			
Id	Date	Case Number	Text
1965	05/08/2003 14:24:26	3-03-bk-30011	Motion to Dismiss Case filed by Sam Iam on behalf of Joe's Auto Body. (Iam, Sam)
1967	05/08/2003 14:44:07		Updated person record: Sam Iam Prid: 73
1968	05/08/2003 14:45:41	3-03-bk-30011	Second Motion to Dismiss Case filed by Sam Iam on behalf of Joe's Auto Body. (Iam, Sam)
1973	05/08/2003 14:55:21		Updated person record: Sam Iam Prid: 73
1973	05/08/2003 14:55:22		Updated user record: wattorney 73
2450	05/27/2003 13:56:24	03-40013	Opened New BK Case 03-40013
2493	05/27/2003 16:00:27	03-4001	Opened New AP Case 03-4001
2500	05/27/2003 16:55:34	03-40013	insert 8 creditors loaded
2532	05/29/2003 10:49:54	4-03-bk-40013	Notice of Appearance and Request for Notice by Sam Iam filed by Sam Iam on behalf of Gator Real Estate. (Iam, Sam)
2533	05/29/2003 11:06:14	4-03-bk-40013	Motion for Relief from Stay <I>Residence - 333 Owing Way</I> Receipt Number cc, Fee Amount \$75, filed by Sam Iam on behalf of Gator Real Estate. (Iam, Sam)
Total Number of Transactions: 10			

- **Your PACER Account:** this is where you can update, review, and manage your use of PACER while on the system.

Your PACER Account

[CM/ECF Login](#)
[Change Your Client Code](#)
[Change Your PACER Account](#)
[Review Billing History](#)
[View PACER Account Information](#)

Section 13
United States Bankruptcy Court
Northern District of Florida
CM/ECF HELP DESK

TALLAHASSEE, GAINESVILLE AND PANAMA CITY DIVISIONS*

For CM/ECF help with cases and pleadings to be filed in the **Tallahassee, Gainesville and Panama City Division** cases call:

Lisa Davis: 1-888-765-1752

PENSACOLA DIVISION*

For CM/ECF help with cases and pleadings to be filed in **Pensacola Division** cases call:

Lani Bond: 1-888-765-1751

For additional assistance or questions, please contact us at the following Help Desk e-mail address:

CMECF_helpdesk@flnb.uscourts.gov

Web Sites that you may find helpful:

Florida Northern Bankruptcy Court:

Home Page: <https://www.flnb.uscourts.gov>

Login for Training: <https://ecf-train.flnb.uscourts.gov>

Pacer Service Center: <https://pacer.psc.uscourts.gov>

Federal Courts Site: <https://www.uscourts.gov>

If requesting help on a *particular case*,
contact the case administrator assigned to that case.

Tallahassee, Gainesville & Panama City Divisions, call (850) 942-8933

Pensacola Division, call (850) 435-8475

*Counties covered by each division are as follows:

TALLAHASSEE

Franklin County
Gadsden County
Jefferson County
Leon County
Liberty County
Madison County
Taylor County
Wakulla County

GAINESVILLE

Alachua County
Dixie County
Gilchrist County
Lafayette County

PANAMA CITY

Bay County
Calhoun County
Gulf County
Holmes County
Jackson County

PENSACOLA

Escambia County
Okaloosa County
Santa Rosa County
Walton County

14: Glossary of Terms

Acrobat/PDF Writer

Application used to create and view "pdf" documents; similar to a printer, but instead of printing to a piece of paper, it "prints" to a file that is named and saved.

Automatic E-mail Notification

A CM-ECF feature that permits attorney users to receive notification of the filing of a case or document via e-mail.

BNC (Bankruptcy Noticing Center) and EBN (Electronic Bankruptcy Noticing)

The BNC is the entity authorized to provide centralized noticing for all bankruptcy courts. If requested, the BNC can work with parties so that they receive BNC notices either by mail, fax, or e-mail (PDF format) via the electronic bankruptcy noticing (EBN) feature. For more information see:

<http://www.ebnuscourts.com/>

Browse

A Windows operation of navigating through directories to select a specific file.

Browser

A browser is a software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from WEB servers. Netscape Navigator and Internet Explorer are the two most popular WEB browsers.

Category

In CM-ECF, a category is a classification of similar document types.

Check Box

Check boxes are designed so that you can chose items from a list by clicking on the boxes that are to be selected. Once selected, the box will contain either a check mark or an "x".

CM-ECF

Case Management/Electronic Case Filing is the new application that is revolutionizing the way we do business, completely replacing the current NIBS system with "next generation"

case management capabilities. With CM-ECF, attorneys can open cases and file documents as well as pay fees electronically via the Internet. **Default**

A Default is a common suggested value displayed by CM-ECF on a screen. If correct, you may accept it; if incorrect, you can type over it.

Document Type

In CM-ECF, we use the term Document Type to describe a specific CM-ECF filing or event within a case which behaves uniquely from other document types.

Drop (Up or Down) Box

A form field with specific types of information listed in a text box. They are used throughout CM/ECF when making selections. When you see the selection you want to make, do a left mouse click to highlight it. On Motions when you need to select two parts, hold your control "CTRL" key down when making the second (third, etc.) selection.

EBN (Electronic Bankruptcy Noticing) - see BNC

Hypertext Link

A hypertext link is a web page location imbedded in a html (hypertext markup language) document. It permits the user to move from one area (or topic) to another in a Web based program.

NIBS (National Integrated Bankruptcy System)

One of the two automated case management systems developed for use by the bankruptcy courts. NIBS, along with the other program BANCAP, were designed using old technology

Notice of Electronic Filing

An important feature of CM-ECF is a Notice of Electronic Filing. This is an electronic document produced by CM-ECF which certifies each filing with the U.S. Bankruptcy Court. Review the parties section at the bottom of the notice to see who received electronic notice and who will need notice via regular mail

PACER/WEB PACER

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts, and from the U.S. Party/Case Index. Currently most courts are available on the Internet. Electronic access is available for most courts by registering

with the PACER Service Center, the judiciary's centralized registration, billing, and technical support center. (<http://pacer.psc.uscourts.gov/register.html>)

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by the PDF writer. It can be viewed from a Web Site. To be filed in CM-ECF, all documents must be in "pdf" format

Primary Attachment

The pleading document being filed electronically. All CM-ECF filings will have a document in PDF format as a primary attachment.

Radio Button

Radio buttons are designed so that you can chose one item from a list. Select or click to make selection.

Secondary Attachment

An additional supporting document filed electronically with a pleading. All documents filed in CM-ECF will have a PDF file as a primary attachment. Most docket entries will NOT have secondary attachments. An scanned exhibit might be a secondary attachment to a pleading.

URL

URL is short for Universal Resource Locator. URL's are the naming scheme used to find web pages. A URL is like a street address.